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**EFFECTIVE**

May 1, 2009.

**SUBJECTS**

1. Potential resources.
2. Required payments.
3. Refugee resettlement funds.
4. Energy income need standards.
5. Energy services.
6. Energy-related home repair lifetime limit.
7. Payments.

**1) Potential  
Resources****ERM 203****Penalties:**

As a condition of eligibility for SER, all adults in the SER group must agree to take actions within their ability to make potential resources available. SER group members who do not comply, when able, with a procedural requirement of FIP, SDA, or SSI are not eligible for SER. The key words are **when able**.

A group that is penalized for failure to cooperate with child support is able to lift the penalty by complying. There is no minimum penalty period that must be served. As long as they refuse to comply, they are ineligible for SER.

A group that is penalized for failure to cooperate with employment requirements may or may not be able to comply based on FIP policy. If they are able to comply with the requirements, then they are not eligible for SER until they do comply. If, because of department policy, they are unable to do anything to lift the penalty even if they indicate a desire, they cannot be penalized from SER. Groups that are FIP sanctioned for employment-related non-cooperation are not automatically eligible for SER. All other applicable SER eligibility requirements (affordability, requirement payments, etc. must be met).

Language is added to make it clear that sanctioned groups that are able to comply are ineligible for SER until the disqualification/penalty ends. This is to emphasize the point that only clients who have the ability to lift the sanction/penalty are ineligible for SER.

FAP-, MA- and CDC-only cases with a penalty or disqualification may still qualify for SER as the penalty for failure to pursue potential resources only applies to FIP, SDA and SSI cases.

*Reason:* Policy clarification.

## 2) Required Payments

### ERM 204

Required payments are determined based on the group members in the home during the required payment period.

Clarification is added to indicate that the group includes a deceased person for the months the person was alive during the required payment period.

*Reason:* Policy clarification.

## 3) Refugee Resettlement Funds

### ERM 206

Refugee Resettlement Funds are included as an example of unearned income. These funds may or may not be excluded based on various factors. To ensure the proper budgeting of this income, the local office must contact the Energy and Emergency Services program office before processing the case.

*Reason:* Policy clarification.

## 4) Energy Income Need Standards

### ERM 208

Effective January 16, 2009, a separate basic monthly income need standard was created for SER **energy** services (heat, electricity and furnace repair/replacement). The energy income need standard is now based on the LIHEAP poverty income guidelines, which is 60% of state median income. Increasing the income need standard for energy services now results in no income copayment for heat, electric and furnace repair or replacement.

If the group's income exceeds the LIHEAP limit, the group is not eligible for energy services. If the income is below the LIHEAP limit, the group is deemed income eligible so there is no copayment.

Reference to waiving an income copayment for energy services has been removed.

**Note:** The income need standard for **non-energy** services did not change.

*Reason:* Increased LIHEAP funding.

## 5) Energy Services

### ERM 301

Covered Services - Heating, Electric or Deliverable Fuels:

In an effort to reduce multiple visits by clients to the local offices for SER energy services, specialists may use the total amount on an energy bill as the amount needed to resolve the emergency. This will remain in effect for the remainder of FY2009.

Payment Limits:

Beginning January 1, 2009, the maximum yearly payment limits for SER energy services were raised \$200 per service. The new limits are:

- Natural gas and wood - \$550.
- Deliverable fuels - \$850.
- Other fuels (kerosene, corn pellets, cherry pits, etc.) - \$550.
- Electricity - \$550.
- All-electric household - \$1,100.

Caps may decrease depending on LIHEAP funding. Local offices will be notified of any decrease.

*Reason:* Increased LIHEAP funding and workload reduction.

## 6) Energy- related Home Repair Lifetime Limit

### ERM 304

### Energy-related Home Repairs:

Effective 02/15/09, the maximum lifetime payment limit for energy-related home repairs - furnace repair and replacement - was raised from \$1,500 to \$4,000.

This limit may decrease depending on LIHEAP funding. Local offices will be notified of any decrease.

*Reason:* Increased LIHEAP funding.

## 7) Payments

### ERM 401

- References to the DHS-849T have been removed. The report DHS-849T is no longer being produced.

### Bridges Procedures for processing the DHS-849:

A new section is added to policy to explain the process for using the DHS-849 in Bridges.

Bridges automatically creates the DHS-489 when an SER application has been approved and certified. The DHS-849 is available for viewing and printing in Correspondence - View Pending. Once printed, it moves to Correspondence - View History and can still be viewed there. The specialist must print the DHS-849, sign it, attach the original bill (or other acceptable verification for a bill) and submit it to the fiscal unit.

Payments for deliverable fuel and home repairs will continue to pend in Benefit Issuance until the worker completes the payment. The DHS-849 is recorded in Benefit Issuance/Pending SER. The worker must select the invoice number and complete the "Worker Use" fields. The payment will be generated to the provider only after the questions under "Worker Use" are answered.

*Reason:* Bridges procedure for payment processing.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Changed Items (content changes) ...**

**ERM 101  
ERM 102  
ERM 103  
ERM 201  
ERM 202  
ERM 203  
ERM 204  
ERM 205  
ERM 206  
ERM 208  
ERM 209  
ERM 301  
ERM 302  
ERM 303  
ERM 304  
ERM 401**

**Changed Items (link changes only) ...**

**ERM 402**